



Notice to Vendors



The District Government requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited.

Any vendor who delivers services or goods to the District without a valid written contract or a purchase order is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.

Note

- It is illegal for anyone other than a properly appointed contracting officer or credit cardholder to make a purchase for the Government of the District of Columbia.
- Personnel without procurement authority who order supplies or services, who attempt to change the terms of an existing purchase, or who commit the District to pay a vendor for anything received, may be held to disciplinary action and may be responsible for payment.
- An unauthorized commitment is an agreement that is not binding solely because the District representative who made it lacked the authority to enter into that agreement on behalf of the District.

Caution

- Do Not Start work without a contract
- Do Not Accept work outside the bounds of your contract without authorization from the Agency Chief Contracting Officer
- Do Not Negotiate any agreement with anyone other than the Agency Chief Contracting Officer.
- Do Not Send invoices to any department within CFSA other than Fiscal Operations
- Do Not Send invoices more than 60 days after the end of the contract; and
- Do Not Start providing direct services to children if you or direct service staff members have not yet received the requisite law enforcement clearances.

For additional information, please contact us at (202) 724-5300 or via email at cfsa.cpa@dc.gov